

# BHW Management Information System Solution (BMISS)

**BHW Program Portal**

*NHSC Site Application Review User Guide  
for State PCOs*

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## Table of Contents

Table of Figures .....	3
Introduction and Resources.....	4
State PCO Portal Main Page.....	5
Site Applications Main Page.....	6
NHSC Site Application Review.....	7
Review Page Banner and Left Navigation .....	7
View Communications .....	9
Check Eligibility .....	10
Confirm Site Details .....	11
Similar Site(s) Found .....	13
Services and Staffing .....	14
Behavioral Health.....	17
Payments and Insurance .....	19
Telehealth .....	22
Identify POCs.....	23
Review HPSAs.....	24
Upload Documents .....	25
Submit Recommendation .....	26

## Table of Figures

Figure 1 - State PCO Portal Main Page.....	5
Figure 2 - Site Applications Main Page.....	6
Figure 3- NHSC Site Application Review - Banner .....	7
Figure 4 - NHSC Site Application Review - Left Navigation .....	8
Figure 5- NHSC Site Application Review - View Communications .....	9
Figure 6 - NHSC Site Application Review - Check Eligibility .....	10
Figure 7- NHSC Site Application Review - Confirm Site Details 1.....	11
Figure 8- NHSC Site Application Review - Confirm Site Details 2.....	12
Figure 9- NHSC Site Application Review - Similar Sites Found.....	13
Figure 10- NHSC Site Application Review - Services & Staffing 1 .....	15
Figure 11- NHSC Site Application Review - Services & Staffing 2 .....	16
Figure 12 - NHSC Site Application Review - Behavioral Health 1.....	17
Figure 13 - NHSC Site Application Review - Behavioral Health 2.....	18
Figure 14 - NHSC Site Application Review - Payments & Insurance 1 .....	19
Figure 15 - NHSC Site Application Review - Payments & Insurance 2 .....	20
Figure 16 - NHSC Site Application Review - Payments & Insurance 3 .....	20
Figure 17 - NHSC Site Application Review - Payments & Insurance 4 .....	21
Figure 18 - NHSC Site Application Review - Telehealth .....	22
Figure 19 - NHSC Site Application Review - Identify POCs.....	23
Figure 20 - NHSC Site Application Review - Review HPSAs.....	24
Figure 21 - NHSC Site Application Review - Upload Documents .....	25
Figure 22 - NHSC Site Application Review - Submit Recommendation .....	26

## Introduction and Resources

### Document Purpose

This user manual provides an overview of the State Primary Care Office (PCO) interface in the [National Health Service Corps](#) (NHSC) site approval process. State PCOs have an important role in overseeing NHSC participation in their state by recommending sites for NHSC participation.

Points of contact at medical facilities (site POCs) complete the NHSC Site Application or Recertification through the Bureau of Health Workforce [\(BHW\) Program Portal](#).

### Important Resources

For details about NHSC site policies and site eligibility, see the [NHSC Site Reference Guide](#).

For additional assistance, contact your state's [NHSC Regional Operations State Contact](#).

### Links in Plain Text

<https://nhsc.hrsa.gov/sites/default/files/NHSC/nhsc-sites/nhsc-site-reference-guide.pdf>

<https://nhsc.hrsa.gov/nhsc-sites/contacts/regional-offices-state-contacts.html>

<https://nhsc.hrsa.gov/>

<https://programportal.hrsa.gov/extranet/landing.seam>

## State PCO Portal Main Page

### Purpose

Provides State PCO with access to NHSC Site Application and Recertification, to Shortage Designation Management functions, and to various reports.

### Instructions

- Click on ***Link to Site Applications Main Page*** to view NHSC Site Applications and Recertifications.

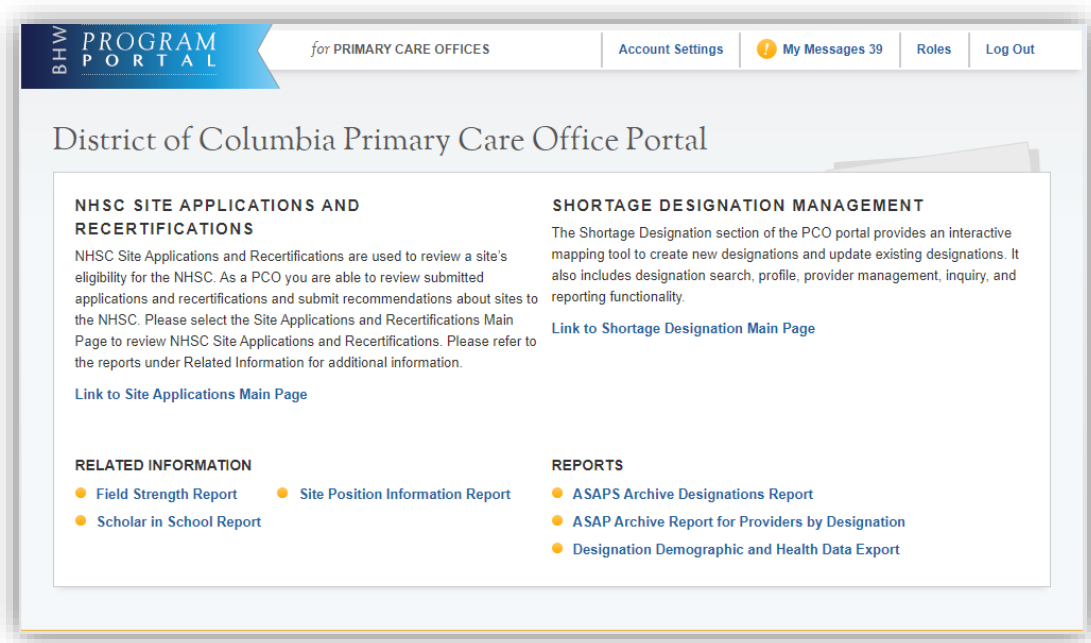


Figure 1 - State PCO Portal Main Page

## Site Applications Main Page

### Purpose

Provides access to NHSC Site Application and Recertifications in various places in the submission and approval process.

### Instructions

- Click on any tab to view Site Application and Recertification tasks.
- Click on the task name (hyperlink) to view a specific request.

### Rules and Definitions

- **Pending PCO Review:** Tasks that are waiting for a recommendation by a State PCO. Tasks will leave this queue when a recommendation is submitted or after 21 days, whichever comes first.
  - **Note:** Only one PCO can work on each task at a time. Only the original PCO who opens the task can submit the recommendation.
- **Initiated Application:** Tasks that have been started by a Site POC, but not yet submitted for review.
- **Pending DRO Review:** Tasks that are waiting for NHSC Regional Operations to make a determination of eligibility.
- **History:** Tasks with a final status, such as approved or denied.

The screenshot displays the 'District of Columbia Primary Care Office Portal' interface. At the top, there is a navigation bar with the 'BHW PROGRAM PORTAL' logo, the text 'for PRIMARY CARE OFFICES', and links for 'Account Settings', 'My Messages 39', 'Roles', and 'Log Out'. Below the navigation bar, the main heading is 'District of Columbia Primary Care Office Portal'. Underneath, there are four tabs: 'Pending PCO Review', 'Initiated Applications', 'Pending DRO Review', and 'History'. The 'Pending PCO Review' tab is currently selected. Below the tabs, there is a section titled 'PENDING PCO REVIEW (2)' which contains a table with two rows of data. The table has seven columns: 'Request Type', 'Site Name', 'City', 'Submission Date', 'Due Date', 'PCO Review Date', and 'PCO Decision'. The first row shows a 'Review Program Affiliation Request' for 'State PCO Demo Site' in 'Washington', submitted on '02/09/2021' with a due date of '03/02/2021'. The second row shows a similar request for 'Demo Site for State PCO Review'. Below the table, there is a 'REPORTS' section with three items: 'Field Strength Report', 'Site Position Information Report', and 'Scholar in School Report', each preceded by a yellow dot icon.

Request Type	Site Name	City	Submission Date	Due Date	PCO Review Date	PCO Decision
<a href="#">Review Program Affiliation Request</a>	State PCO Demo Site	Washington	02/09/2021	03/02/2021	N/A	N/A
<a href="#">Review Program Affiliation Request</a>	Demo Site for State PCO Review	Washington	02/09/2021	03/02/2021	N/A	N/A

**REPORTS**

- Field Strength Report
- Site Position Information Report
- Scholar in School Report

Figure 2 - Site Applications Main Page

# NHSC Site Application Review

## Review Page Banner and Left Navigation

### Purpose

The banner at the top of a Site Application or Recertification provides basic information about the site and is visible on each page.

The left navigation menu provides access to each of the pages in the task.

### Rules and Definitions

- Pages that are not relevant to the site will be disabled.
  - Auto-approved sites do not complete the **Behavioral Health** or **Payments and Insurance** pages.
  - Sites that do not offer any behavioral or mental health care services do not complete the **Behavioral Health** page.

NHSC Site Application				
Location Name	Physical Address	Location ID	Submitted On	Status
Lake Health District - Clinic	624 S J St, Lakeview, OR 97630	2087531665		Not Submitted

Figure 3- NHSC Site Application Review - Banner

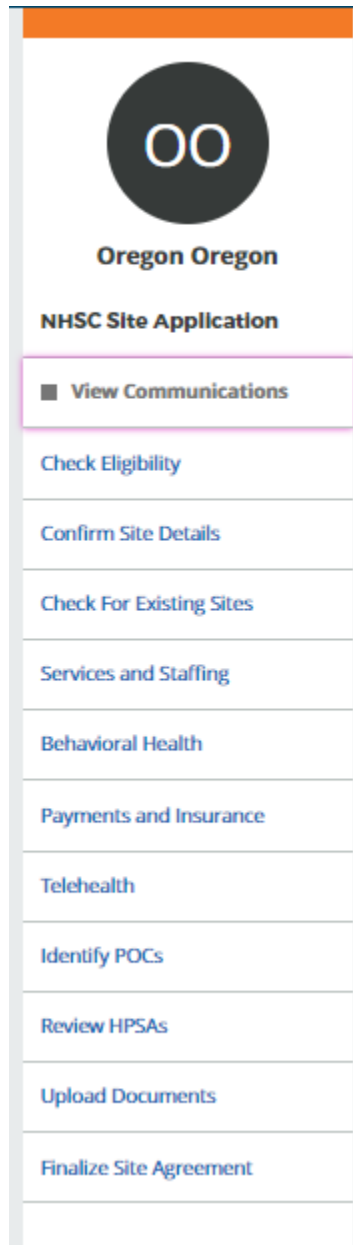


Figure 4 - NHSC Site Application Review - Left Navigation



## View Communications

### Purpose

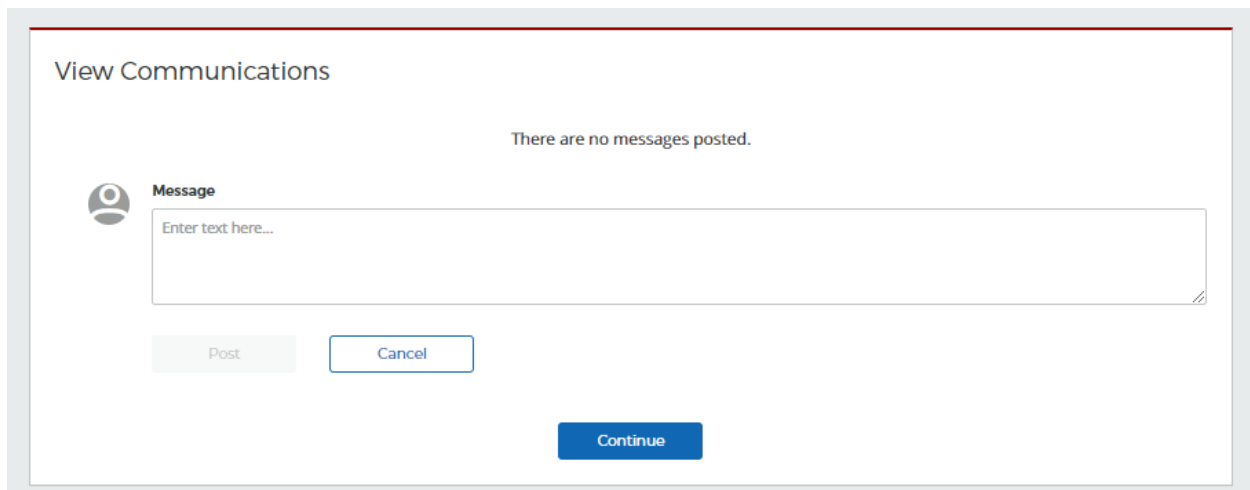
Provides visibility to comments about the application.

### Instructions

- Read any comments from Site POC.
- Any comments about the site's eligibility submitted with your recommendation will display in this tab.

### Rules and Definitions

- Any comments about the site's eligibility submitted with State PCO's recommendation will display in this tab.



The screenshot displays a web interface titled "View Communications". At the top, it states "There are no messages posted." Below this, there is a "Message" section with a user icon and a text input field labeled "Enter text here...". To the left of the input field are two buttons: "Post" (disabled) and "Cancel". At the bottom center of the interface is a blue "Continue" button.

Figure 5- NHSC Site Application Review - View Communications

## Check Eligibility

### Purpose

Provides the site's Site Type and other basic eligibility information.

### Instructions

- Review the information provided by the site.
- Any comments about the site's eligibility must be submitted with your recommendation.

### Rules and Definitions

- State PCOs are not able to edit information provided by the Site POCs.

### Check Eligibility

All fields are required unless noted as optional

**Type of Site**  
Community Outpatient Facility

**Site Subtype**  
Non Hospital Affiliated

### NHSC Site Eligibility Questions

As an official representative of the applying site, please answer each of the following questions. For more information on NHSC member site eligibility requirements, please visit the [NHSC Sites website](#).

1. As an official representative of the applying site, have you read the NHSC Site Reference Guide and do you understand the program requirements as listed in the NHSC Site Agreement included at the end of the Reference Guide?

Yes

2. Is your site physically located in and does it serve the population of a [Health Professional Shortage Area \(HPSA\)](#) which corresponds to the services provided at the site? [📍](#)

Yes

3. Is your site a Primary Care Outpatient Facility, as defined below, or a CMS-certified Critical Access Hospital? [📍](#)

Yes

4. Does your site utilize a qualified [discounted/sliding fee schedule](#) and has it been in place for at least 6 months? [📍](#)

Yes

5. Does your site deny services to an individual based on inability to pay or enrollment in Medicare, Medicaid or your state's Children's Health Insurance Program (CHIP)?

No

6. Does your site utilize a credentialing process which, at a minimum, includes reference review, licensure verification, and a query of the [National Practitioner Data Bank \(NPDB\)](#)?

Yes

7. Does your site prominently display a statement in common areas (and on site's Web site if applicable) that explicitly states that 1) no one will be denied access to services due to inability to pay and 2) there is a discounted/sliding fee schedule available? Examples of acceptable sign and website language are located in the Downloadable Resources section of the NHSC [website](#) under "Site Policy Poster".

Yes

Figure 6 - NHSC Site Application Review - Check Eligibility

## Confirm Site Details

### Purpose

Provides the site's address, mailing address (if applicable), physical location, contact information, and unique identifiers.

### Instructions

- Review the information provided by the site.
- Any comments about the site's information must be submitted with your recommendation.

### Rules and Definitions


State PCOs are not able to edit information provided by the Site POCs.

### Confirm Site Details

#### Physical Address

<b>Name</b>	<b>Also Known As</b>	
Demo Site for State PCO Review	Not Available	
<b>Address Line 1</b>		
1600 Pennsylvania Ave NW		
<b>Address Line 2</b>		
Not Available		
<b>City</b>	<b>State/Territory</b>	<b>ZIP Code</b>
Washington	District of Columbia	20500

#### Approximate Location



**Standardized Address**  
1600 Pennsylvania Ave NW, Washington, DC 20500-0003

**Latitude**  
38.89767599

**Longitude**  
-77.0365485

**Is the pin location accurate?**  
No

**Explanation**  
The map pin isn't wrong, but might be better to place at the primary public access entrance to the east on E Executive Ave NW.

Figure 7- NHSC Site Application Review - Confirm Site Details 1

<b>Contact Information</b>			
<b>Website</b> www.whitehouse.gov		<b>Email Address</b> info@whitehouse.gov	
<b>Phone Number</b> (202) 123-4567	<b>Ext.</b> Not Available	<b>Fax Number</b> Not Available	
<b>Location Descriptors</b>			
<b>DUNS#</b> Not Available	<b>BHCMIS</b> Not Available	<b>CCN</b> Not Available	<b>ASUFAC</b> 7577101
<b>BPHC</b> BPS-H80-005221			

Figure 8- NHSC Site Application Review - Confirm Site Details 2

## Similar Site(s) Found

### Purpose

Provides a list of any sites that already exist in the system that may be duplicates of the site. If a site is already participating in NHSC, Nurse Corps, or other BHW programs through another site record, the request should be denied, and the site should manage their participation through the existing site record.

### Instructions

- Review the list of potentially duplicate sites.
- Any comments about the site's uniqueness or duplicates must be submitted with your recommendation.

### Rules and Definitions

- A site may appear in the list for any of multiple reasons:
  - It is very close to the applying site
  - It is near the applying site and has a similar name
  - It is in the same state as the applying site and has a similar name
  - It shares a unique identifier with the applying site

Similar Site(s) Found		
We have identified one or more sites that are similar to the site information you have entered. Please review the list of sites below to ensure you are not creating a duplicate site.		
LOCATION NAME ^	ADDRESS ↕	PROGRAM STATUS
Unity Health Care- Brentwood Square Health Center	1251-B Saratoga Avenue, NE, Washington, DC 20018	NHSC Status: Active Nurse Corps Status: Active

Figure 9- NHSC Site Application Review - Similar Sites Found

## Services and Staffing

### **Purpose**

Provides the services that the site reports providing and staffing levels at the site.

### **Instructions**

- Review the information provided by the site.
- Any comments about the site's information must be submitted with your recommendation.

### **Rules and Definitions**

- Staffing numbers for the site are only visible for sites that are not an auto-approved type.
- State PCOs are not able to edit information provided by the Site POCs.

## Services and Staffing

### Services Provided

Primary Medical Care  
General Primary Care  
Family Medicine  
General Internal Medicine  
Obstetrics/Gynecology

Primary Mental/Behavioral Health Care  
General Mental Health Care  
General Substance Use Disorder Treatment

Primary Dental Care

### Language Needs

Please select the most prevalent language(s) spoken by your patients.

English, Spanish

Does your site offer language access assistance to support persons with limited English proficiency (*translators, interpreters, language lines, bilingual staff*)?

Yes

### Staffing

#### MEDICAL SERVICES

##### PHYSICIANS

TYPE	FTEs
Family Practitioners	2
General Practitioners	0
Internists	1
Obstetrician/Gynecologist	1
Pediatricians	0
Psychiatrists	0
Other Physician Specialists	0
Total Physicians	4

##### MEDICAL SUPPORT PERSONNEL

TYPE	FTEs
Nurse Practitioners/Physician Assistants	3
Certified Nurse Midwives	0
Nurses	1
Other Medical Support Personnel	26
Total Medical Support Personnel	30

TOTAL MEDICAL SERVICES FTEs

34

Figure 10- NHSC Site Application Review - Services & Staffing 1

ANCILLARY SERVICES

TYPE	FTEs
Laboratory Services Personnel	0
X-Ray Services Personnel	0
Pharmacy Personnel	0
<b>TOTAL ANCILLARY SERVICES FTEs</b>	<b>0</b>

DENTAL SERVICES

TYPE	FTEs
Dentists	0
Dental Hygienists	0
Dental Assistants, Aides, Technicians, Support	0
<b>TOTAL DENTAL SERVICES FTEs</b>	<b>0</b>

MENTAL AND BEHAVIORAL HEALTH SERVICES

TYPE	FTEs
Mental Health & Behavioral Health Specialists	3
Mental Health & Behavioral Health Support Personnel	0
<b>TOTAL MH &amp; BH SERVICES FTEs</b>	<b>3</b>

**TOTAL STAFFING**

**37**

Comments

Not Available

< Back

Continue

Figure 11- NHSC Site Application Review - Services & Staffing 2



## Behavioral Health

### Purpose

Provides additional information about services provided at the site or by affiliates.

### Instructions

- Review the information provided by the site.
- Any documents provided by the site can be opened and reviewed.
- Any comments about the site's information must be submitted with your recommendation.


### Rules and Definitions

- The **Behavioral Health** page will only be enabled for sites that are not an auto-approved type AND selected one or more behavioral or mental health services.
- State PCOs are not able to edit information provided by the Site POCs.


### Behavioral Health

#### Section I. Core Comprehensive Behavioral Health Service Elements


The following three sets of services must be provided onsite; these services cannot be offered through affiliation.

1. Are Screening and Assessments provided on-site? 

Yes

2. Are Treatment Plans provided on-site? 

Yes


3. Is Care Coordination provided on-site? 

Yes


---

#### Section II. Additional Comprehensive Behavioral Health Service Elements

For each of the services under section II that are provided off-site, identify the affiliated entity that provides the off-site service(s).

1. Will this location provide Diagnosis? 

Yes

2. Will this location provide Therapeutic Services for: 

2a. Psychiatric Medication Prescribing and Management


Yes

2b. Substance Use Disorder Treatment


No

2c. Short/Long-Term Hospitalization


No

3. Will this location provide Crisis/Emergency Services? 

Yes

4. Will this location provide Consultative Services? 

Yes


5. Will this location provide Case Management? 

Yes


Figure 12 - NHSC Site Application Review - Behavioral Health 1

### Section III. Certification of Compliance with Behavioral Health Clinical Practice Requirements

Behavioral Health Certify that the behavioral health site adheres to the clinical practice requirements for behavioral health providers under the NHSC and supports NHSC participants in meeting their obligation related to the clinical practice requirements.

1. This location offers employment opportunities that are Full-Time? 

Yes

2. This location offers employment opportunities that are Part-Time 

Yes

### Section IV. Additional Comprehensive Behavioral Health Science Elements

NAME	ADDRESS	SERVICES COVERED	REGARDLESS OF PAYMENT?	AFFILIATION DATE
Supporting Facility	1000 Constitution Ave, Washington, DC 20500	<ul style="list-style-type: none"><li>Substance Use Disorder Treatment</li><li>Short/long term Hospitalization</li></ul>	Yes	01/01/2010

### Section V. Upload Documents


DOCUMENT TYPE 	FILE NAME 	DATE UPLOADED 	COMMENT
<ul style="list-style-type: none"><li>Formal Affiliation Agreement</li></ul>	<a href="#">Text Document.txt</a>	02/09/2021; 14:53:00	Agreement with our long time partner facility that provides certain services.

Figure 13 - NHSC Site Application Review - Behavioral Health 2

## Payments and Insurance

### Purpose

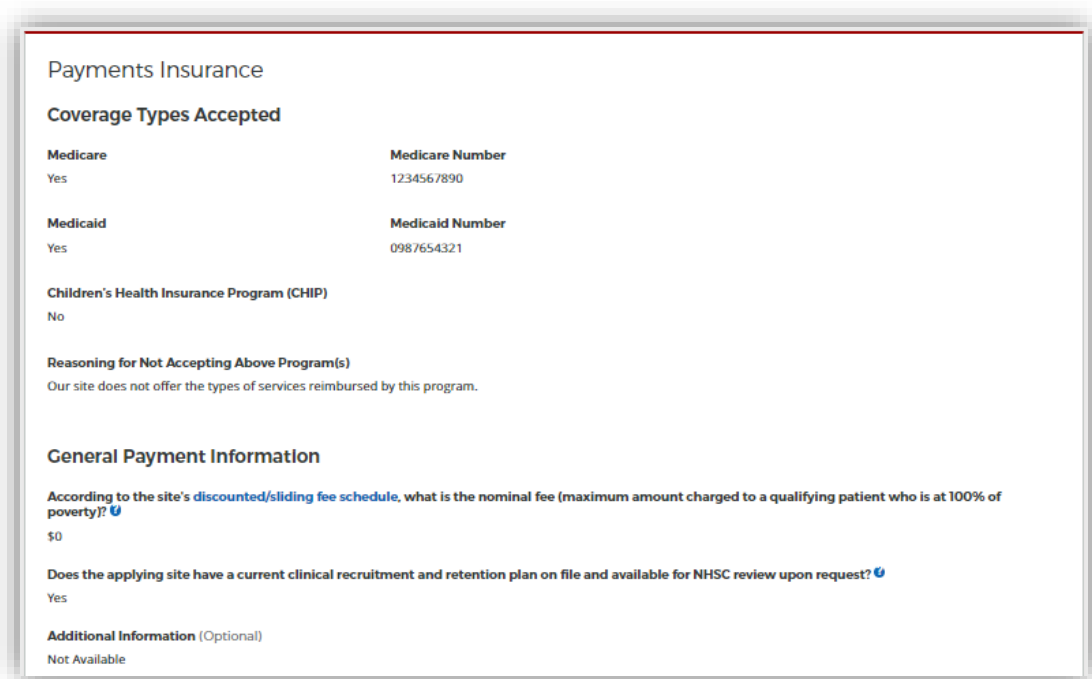
Provides additional information about types of insurance accepted, numbers of patients and/or patient visits in each type, and any related documentation.

### Instructions

- Review the information provided by the site.
- Any documents provided by the site can be opened and reviewed.
- Any comments about the site's information must be submitted with your recommendation.

### Rules and Definitions

- The ***Payments and Insurance*** page will only be enabled for sites that are not an auto-approved type.
- State PCOs are not able to edit information provided by the Site POCs.




**Payments Insurance**


**Coverage Types Accepted**

<b>Medicare</b>	<b>Medicare Number</b>
Yes	1234567890
<b>Medicaid</b>	<b>Medicaid Number</b>
Yes	0987654321
<b>Children's Health Insurance Program (CHIP)</b>	
No	
<b>Reasoning for Not Accepting Above Program(s)</b>	
Our site does not offer the types of services reimbursed by this program.	

**General Payment Information**

According to the site's **discounted/sliding fee schedule**, what is the nominal fee (maximum amount charged to a qualifying patient who is at 100% of poverty)? 

\$0

Does the applying site have a current clinical recruitment and retention plan on file and available for NHSC review upon request? 

Yes

**Additional Information** (Optional)

Not Available

Figure 14 - NHSC Site Application Review - Payments & Insurance 1

### Patients or Visits by Primary Insurance Type

6 Month Reporting Period

2020-07-01 - 2021-01-01

#### PATIENTS BY PRIMARY INSURANCE TYPE

INSURANCE	MEDICARE	MEDICAID	OTHER PUBLIC	PRIVATE	SLIDING FEE SCHEDULE	SELF PAY	TOTAL
# Of Patients	100	100	50	10	25	25	
%	32.26%	32.26%	16.13%	3.23%	8.06%	8.06%	100%
CALCULATED TOTAL							310

#### PATIENT VISITS BY PRIMARY INSURANCE TYPE

INSURANCE	MEDICARE	MEDICAID	OTHER PUBLIC	PRIVATE	SLIDING FEE SCHEDULE	SELF PAY	TOTAL
# Of Visits	200	300	75	10	50	50	
%	29.2%	43.8%	10.95%	1.46%	7.3%	7.3%	100.01%
CALCULATED TOTAL							685

Figure 15 - NHSC Site Application Review - Payments & Insurance 2

### Patient Service Charges

PAYMENT SOURCE	FULL CHARGES (A)	AMOUNT COLLECTED (B)
Medicare	\$500,000	\$500,000
Medicaid	\$400,000	\$400,000
Other Public	\$300,000	\$250,000
Private Insurance	\$200,000	\$100,000
Self Pay	\$100,000	\$50,000
TOTAL	\$1,500,000	\$1,300,000

### Self-Pay Adjustments

TYPE	ADJUSTMENTS
Self-Pay Sliding Fee Adjustments	\$50,000
Other Self-Pay Adjustments (i.e. Self-Pay Bad Debt)	\$50,000
TOTAL	\$100,000

Figure 16 - NHSC Site Application Review - Payments & Insurance 3

### Patient Applications for Sliding Fee Schedules (SFS)

TYPE	ADJUSTMENTS
SFS Applications Approved	25
SFS Applications Not Approved	25
<b>TOTAL</b>	<b>50</b>

### Documents

DOCUMENT TYPE ↕	FILE NAME ↕	DATE UPLOADED ↕	COMMENT
<ul style="list-style-type: none"> <li>Discounted/Sliding Fee Schedule Policies</li> </ul>	<a href="#">Text Document.txt</a>	02/09/2021; 14:57:37	Separate document for our internal SFS policies
<ul style="list-style-type: none"> <li>Discounted/Sliding Fee Schedule (SFS)</li> <li>Patient Application for the Discounted/Sliding Fee Schedule</li> </ul>	<a href="#">Text Document.txt</a>	02/09/2021; 14:57:16	Document 1 is the SFS schedule and application

Figure 17 - NHSC Site Application Review - Payments & Insurance 4

## Telehealth

### Purpose

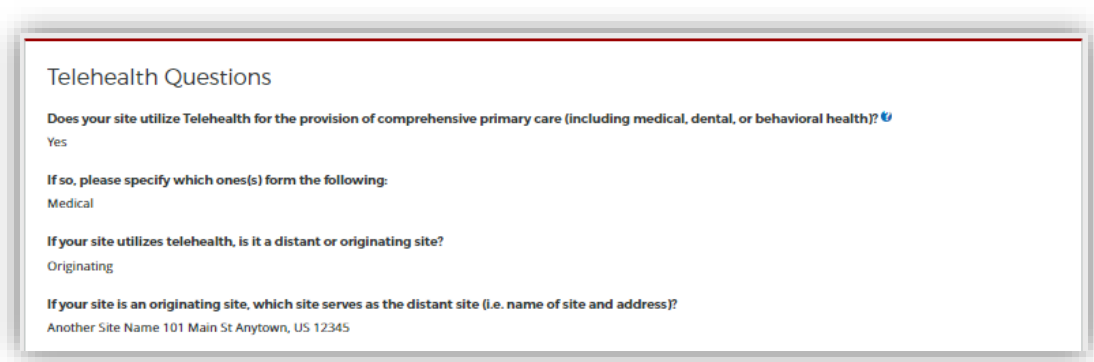
Provides information about any telehealth capabilities of the site.

### Instructions

- Review the information provided by the site.
- Any comments about the site's information must be submitted with your recommendation.


### Rules and Definitions

- State PCOs are not able to edit information provided by the Site POCs.



The screenshot shows a form titled "Telehealth Questions". It contains three questions with corresponding input fields. The first question asks if the site utilizes telehealth for comprehensive primary care, with a "Yes" input field. The second question asks for specification of telehealth services, with a "Medical" input field. The third question asks if the site is a distant or originating site, with an "Originating" input field. Below these, there is a question about the distant site name and address, with an input field containing the text "Another Site Name 101 Main St Anytown, US 12345".

Telehealth Questions

Does your site utilize Telehealth for the provision of comprehensive primary care (including medical, dental, or behavioral health)? 

Yes

If so, please specify which ones(s) form the following:

Medical

If your site utilizes telehealth, is it a distant or originating site?

Originating

If your site is an originating site, which site serves as the distant site (i.e. name of site and address)?

Another Site Name 101 Main St Anytown, US 12345

Figure 18 - NHSC Site Application Review - Telehealth

## Identify POCs

### Purpose

Provides a list of current site POCs and a list of site POCs that will be added if the task is approved by NHSC.

### Instructions

- Review the information provided by the site.
- Any comments about the site's POCs must be submitted with your recommendation.

### Rules and Definitions

- State PCOs are not able to add, remove, or propose site POCs.

Identify POCs				
Current Points Of Contact				
NAME ↕	ROLES	PROGRAM AFFILIATION	EMAIL ↕	STATUS ↕
Jerome Peele	Administrator Personnel Verifier Recruiter	NHSC Nurse Corps	22B1E655FC566CD1CF@EXAMPLE.com	Active
Proposed Points Of Contact				
NAME ↕	ROLES	PROGRAM AFFILIATION	EMAIL ↕	STATUS ↕
Vernita Brickhouse	Administrator Personnel Verifier Recruiter	NHSC Nurse Corps	1D42CD6A880DD8A85F@EXAMPLE.com	Locked

Figure 19 - NHSC Site Application Review - Identify POCs

## Review HPSAs

### Purpose

Provides a list of HPSAs matched to the site's information and a list suggested by the site POCs.

### Instructions

- Review the identified and site-suggested HPSAs.
- Enter the HPSA IDs of any additional HPSAs that you believe are applicable to the site.
- Any comments about the HPSAs listed must be submitted with your recommendation.

### Rules and Definitions

- State PCOs are not able to remove HPSAs suggested by the Site POCs.

### Review HPSAs

#### Identified HPSAs

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed sapien nunc eget.

HPSA ID	HPSA NAME	AUTO-HPSA	SCORE	HPSA DISCIPLINE	STATUS
No HPSAs are identified. Ensuring an accurate address and adding any relevant identifiers (e.g. BHCMIS ID, CCN) will improve the identification of HPSAs.					

#### Proposed Additional HPSAs

You may suggest Health Professional Shortage Area (HPSA) IDs which are applicable to site name and based on verified information found in the HPSA Find tool. The HPSA score must correspond to the services (Primary Care, Mental Health, and/or Dental) provided at this site location. This field is not required for submission of the NHSC Site Application. NHSC and State Primary Care Office staff will verify this information and add all applicable HPSA IDs to the application during the review process. If no HPSA exists for the physical location of the applying site, the site application will be denied. For additional assistance in identifying the HPSA ID, contact your State Primary Care Office.

Enter the HPSA ID

Add

Note: The NHSC system updates HPSA scores annually on January 1st. If this field does not recognize a designated HPSA from the HPSA Find database, please continue with the application. The application will be held and processed after the January 1st HPSA update if the application meets all other requirements.

#### Suggested HPSAs

HPSA ID	HPSA NAME	AUTO-HPSA	SCORE	HPSA DISCIPLINE	STATUS	TYPE	ACTION
1116169168	South Capitol	No	13	PRIMARY CARE	DESIGNATED	POC Proposed	
6117304057	Homeless - Downtown D.C.	No	17	DENTAL	DESIGNATED	POC Proposed	
711999110B	Family and Medical Counseling Service Inc.	Yes	19	MENTAL HEALTH	DESIGNATED	POC Proposed	

Figure 20 - NHSC Site Application Review - Review HPSAs



## Upload Documents

### Purpose

Provides all other documents provided by the site to support their application.

### Instructions

- Review the documents provided by the site.
- Add any additional documents that you feel relevant to the site's NHSC eligibility.
- Any comments about the site's documentation must be submitted with your recommendation.

### Rules and Definitions


- Documents added by a State PCO can be removed up until a recommendation is submitted.
- State PCOs are not able to remove or modify documents provided by the Site POCs.

### Upload Documents

Lorem ipsum dolor sit amet consectetur adipisicing elit. Dolorum unde cum natus quaerat labore reprehenderit neque magni architecto earum debitis. Adipisci sapiente est corrupti, illum incidunt officiis dolore quo cumque?

**Allowable Documents**

- Policies on Non-Discrimination
- Photograph of Posted Signage
- Proof of Access to Ancillary, Inpatient, or Specialty Care



### Documents Added

DOCUMENT TYPE ↕	FILE NAME ↕	DATE UPLOADED ↕	COMMENT	ACTION
• Other Documentation Requested by NHSC or State Primary Care Officer	<a href="#">Text Document.txt</a>	02/09/2021; 15:08:23	This could be something like proof of SUD services, a recruitment/retention plan, or other documentation.	
• Proof of Access to Ancillary, Inpatient, or Specialty Care	<a href="#">Text Document.txt</a>	02/09/2021; 15:07:50		
• Photograph of Posted Signage	<a href="#">Text Document.txt</a>	02/09/2021; 15:07:43		
• Policies on Non Discrimination	<a href="#">Text Document.txt</a>	02/09/2021; 15:07:32		

Figure 21 - NHSC Site Application Review - Upload Documents

## Submit Recommendation

### Purpose

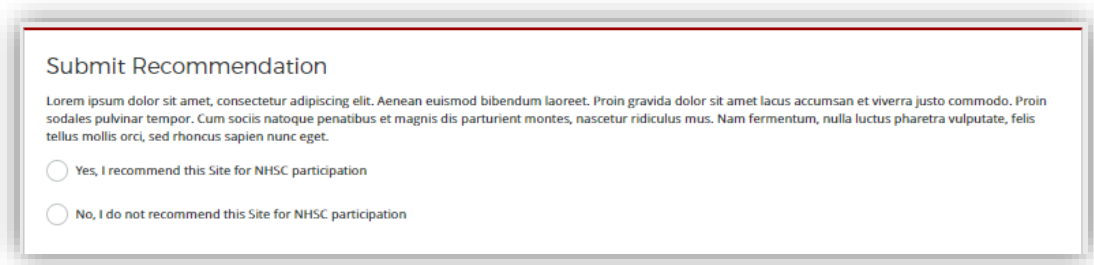
Provides State PCOs with an opportunity to recommend a site for NHSC participation and to add any comments about the site.

### Instructions

- Select an option to recommend or not recommend that NHSC approve site's request.
- Add any comments about the site's eligibility, about any of the information provided by the site, or other relevant information.

### Rules and Definitions

- Comments added included by a State PCO are visible to NHSC Regional Operations when reviewing the Site Application. The comments are not visible to Site POCs.



The screenshot shows a web form titled "Submit Recommendation". Below the title is a block of placeholder text (Lorem ipsum). At the bottom of the form, there are two radio button options: "Yes, I recommend this Site for NHSC participation" and "No, I do not recommend this Site for NHSC participation".

*Figure 22 - NHSC Site Application Review - Submit Recommendation*